

## Book Fair Chairman Guide

### Dates of Fairs:

First Saturday of December (in conjunction with Elf Shop) (HD earns profits based on revenue levels from this fair)

Buy One Get One Book Fair is held in April after Spring Break (in conjunction with Art Show) (no profits are earned)

### To Do List:

#### Planning

- Extensive online planning information is provided by Scholastic Books via the Chairpersons Toolkit. (<http://bookfairs.scholastic.com>) Review the planning timeline and other ideas provided online to plan as little or as much as your schedule permits. Also consider visiting Scholastic on Facebook.
- The book fair themes are created by Scholastic. Templates, decorations and ideas can be found online.
- Contact our book fair consultant, Cindy Kanipe. (1.800.543.0112 x2280) [ckanipe@scholasticbookfairs.com](mailto:ckanipe@scholasticbookfairs.com)
- Get the committee list from the Parent Volunteers Committee Chair. Need approximately 20-25 volunteers depending on the types of events planned during the book fair.
- Send out an email reminder to the committee confirming dates/times for the fair
- Consider using *Sign Up Genius* to invite and track staffing for the events you plan. ([www.signupgenius.com](http://www.signupgenius.com))
- Review and implement additional book fair features to earn incentives (“One for Books”, view a webinar, etc.) These are described in the Chairpersons Toolkit.
- Meet with Mrs. O’Mara to discuss ideas regarding how to spend profits from fair (December fair only)
- Consider giving young scout troops an opportunity for service hours by working as set up crew or day of event help
- Go online to the board website and reserve the lobby area?

#### 3-6 weeks prior to book fair

- Finalize the volunteer schedule
- Invite teachers/students to sign up for the preview day. Each group can create their wish list at this event. Invites are sent via email (via Mrs. Schultz) and sign-up sheet is posted in teachers lounge.
- Generate interest, decorate lobby, create student activity, etc.
- Continue to recruit volunteers. Level of help needed is contingent on the types of events planned. (i.e. “Pocket Change Challenge” required 5 additional volunteers to assist with administration as well as pre-event decorating in the lobby)
- Consider coordinating December and April display case decoration to promote the book fair

#### Week of book fair

- Contact Treasurer for starter cash. Obtain a copy of the PSO deposit form and the PSO check request form
- For December event, determine if you will allow purchases during the preview days
- Purchase a case of water for volunteers
- Staff the teacher/student preview day. Also recruit 2-4 volunteers to help with set up
- Notify maintenance to reserve tables, extension cords, etc.

#### Day of book fair

- Have volunteers sign in at the start of their shift to track hours for the PSO
- Have 2-4 volunteers to help tear down the event and store bookshelves in front lobby for pick-up
- Count cash/checks/charge and close out the registers. Recruit one volunteer to count as well

#### Administration after book fair

- Rebook dates for next year’s events with book fair consultant
- Complete and submit the Scholastic financial form within 7 days of the event
- Update the Chairperson Toolkit with incoming chairman information, if applicable
- Fill out check request form to submit proceeds to Scholastic Books.
- Prepare deposit slip and arrange for Treasurer to make bank deposit